



COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING

APPROVED

Appeals and Grievances Committee Meeting Friday, January 31, 2003 CPOST Headquarters

In Attendance:

Bob Kirchner, Commissioner
Sharon Jackson, Commissioner, CDC
Kirby Schmitt, Member
Nancy Baldwin, Alt. Commissioner, CYA Hqs

Evonne Garner, Manager, ASD, CPOST
Merrie M. Wilson, Recorder, CPOST
Mark Veatch, CCPOA

I. Introductions

The Appeals and Grievances Committee meeting was held at CPOST Headquarters, 3161 Dwight Road, Elk Grove, CA. The Committee Chairperson, Bob Kirchner, and recorder, Merrie M. Wilson, were present. A quorum being present, the meeting was called to order at 9:15 a.m. Introductions followed.

II. Review and Approval of Minutes

Mr. Kirchner asked if there were any corrections to the minutes of the Wednesday, January 8, 2003 Appeals and Grievances Committee meeting. Ms. Baldwin stated that she could not have seconded the motion for approval of the credit recommendations as stated, as she was absent from that meeting. The minutes were amended to reflect that Ms. Jackson did, in fact, second that motion. There being no further corrections, Mr. Kirchner moved that the minutes be approved as amended; Ms. Baldwin seconded the motion. A vote was taken and the minutes were unanimously approved.

III. Apprenticeship Program Credit Request/Review

The Credit Recommendation report was submitted to the committee for their review. Mr. Bob Kirchner moved to recommend approval of the credit recommendations; motion seconded by Ms. Baldwin. A vote of the committee members was taken and the recommendation was to approve the following requests for submission to the full Commission.

Recommendation for approval:

02-142

02-145

02-159

02-162	02-166	02-168
02-177	03-003	03-004
03-006		

Mr. Kirchner asked the status of application for credit, file number 02-158, which was withdrawn from consideration, for additional information, from the Wednesday, January 8, 2003 meeting. Ms. Garner stated that further information had not yet been received at CPOST; however, as soon as the information is provided, the application will be added to the list of credit requests for the next meeting of the Appeals and Grievances Committee for their review and action.

Mr. Schmitt moved that the recommendation for approval of requests for credit as presented be approved and presented at the next CPOST Executive Board meeting for their approval; Ms. Baldwin seconded the motion. A vote was taken and the recommendation was unanimously approved.

III. Draft Committee Operating Procedures

The CPOST Appeals and Grievances Committee section of the CPOST Operating Procedures, which had been revised to include changes recommended at the January 8, 2003 committee, was presented to the committee members for their review. It was noted that there was a minor grammatical error, which was corrected. After some clarification and discussion, Ms. Jackson moved to approve the operating procedures, as corrected, and to be presented at the next CPOST Executive Board meeting; Mr. Schmitt seconded the motion. A vote was taken and the recommendation was unanimously approved.

IV. Suspending current work process transfer credit policy

Suspending current work process transfer credit policy was discussed. Correctional Peace Officer Apprenticeship Program Work Processes for CDC and CYA were given to each committee member. Ms. Garner presented the committee members with a draft Apprenticeship Program Credit Worksheet that will be used by the LAS to figure out amount of credit to give apprentices when they transfer from one classification to another. Ms. Garner explained how the process would work and how it will differ from the current process. A comparison of the current transfer credit policy with the proposed new policy followed. Mr. Kirchner suggested that a one-page narrative be developed to accompany the worksheet. Mr. Kirchner moved to present the modification to the CPOST Executive Board for approval; Ms. Jackson seconded the motion. A vote was taken and the motion carried.

V. Integrate Internal and External Credit Policies

A discussion, comparing internal and external credit policies and how to integrate them, was held. The following table brought out several comparisons of what experience/training would be required for credit to be awarded when transferring from an external source.

After discussion exploring possibilities, it was determined that there was only one valid job classification/series where experience and training were almost identical, that being Probation and Parole.

VI. Examine Public Versus Private Employment Criteria and Examination of CCFs.

These items were postponed until the next Appeals and Grievances Committee meeting to afford committee members to schedule experts to speak on these topics with the committee.

VII. Future Meetings

Meetings for the Appeals and Grievances Committee have been scheduled as follows:

Wednesday, February 26, 2003

Thursday, March 27, 2003

Thursday, April 17, 2003

The meetings will convene at 9:00 a.m. and will continue until business is finished. Future committee meetings will be scheduled at the next meeting.

VIII. Adjournment

There being no further business or discussion the meeting was adjourned at 12:02 p.m.

Merrie M. Wilson
Office Technician, CPOST
Recorder